

Abstract

Systems, methods and computer program products are provided for planning meetings or conferences. The present invention establishes methods and procedures to define, organize, share, maintain and report essential information especially financial information associated with an individual meeting or a collection of meetings especially the collection of all of a particular organization's meetings. Essential meeting information includes but is not limited to Meeting Logistics, registration, and financial information. The methods and procedures involve a meeting planner gathering information in the various stages of planning a meeting, utilizing the information to plan that stage of the meeting then consolidating the information to manage other aspects of the meeting and to produce reports, especially financial reports, about the meeting then consolidating the meeting information with information about other meetings to produce organization-wide reports, especially financial reports, about all an organization's meetings. The present invention also provides methods and procedures for utilizing consolidated meeting information for business advantage.

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